



CITY OF BURLINGTON

POLICE – FIRE COMMISSION

300 North Pine Street, Burlington, Wisconsin 53105
(262) 763-3717



MINUTES OF SPECIAL MEETING
City of Burlington Police and Fire Commission
Burlington Fire Station
165 W. Washington Street
October 15, 2009

Call to Order and Roll Call:

The meeting of the Police and Fire Commission was called to order at 5:15 p.m. by President Tom Pringle. All commissioners were present.

Public Comments:

None.

Approval of Minutes:

No action taken.

Fire Chief's Report:

None.

Police Chief's Report:

None.

Police and Fire Commission Business:

Mark and Sharon Morien from Vorhees Associates conducted a discussion with the commissioners regarding the Police Chief recruitment process and time line. Vorhees first presented the classified advertisement which they intend to publish in a number of newspapers.

Thereafter, a discussion was conducted regarding the recruitment brochure and outline prepared by Voorhees Associates. Thereafter, a discussion was held as to the process outline and the timetable associated with the recruitment process. The process will contain the following phases:

Phase 1: Position assessment, job announcement and brochure development

Phase 2: Advertising candidate recruitment and outreach

Phase 3: Candidate evaluation and screening

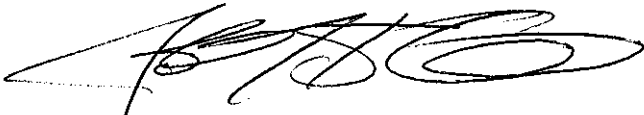
Phase 4: Presentation of recommended candidates and interviewing process:

- A. Assessment Center
- B. Interview

Phase 5: Appointment of candidate

Adjournment:

Motion was made to adjourn at 6:25 p.m. by Commissioner Busch. Seconded by Commissioner Kopack-Hill. Motion carries unanimously.



John E. Hotvedt
Secretary